

## Major Incident Notification

### 402.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

### 402.2 POLICY

The Alsip Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

### 402.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police and the affected Lieutenant. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive:

- Homicides
- Traffic accidents with fatalities
- Officer-involved shooting - on or off duty (see the Officer-Involved Shootings and Deaths Policy for special notifications)
- Significant injury or death to employee - on or off duty
- Death of a prominent Alsip official
- Arrest of Department employee or prominent Alsip official
- Aircraft crash with major damage and/or injury or death
- In-custody deaths

### 402.4 PATROL SERGEANT RESPONSIBILITY

The Patrol Sergeant is responsible for making the appropriate notifications. The Patrol Sergeant shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Patrol Sergeant shall attempt to make the notifications as soon as practical. Notification should be made by calling the home phone number first and then by cellular phone.

#### 402.4.1 STAFF NOTIFICATION

In the event an incident occurs as described in the Minimum Criteria for Notification section of this policy, the Chief of Police shall be notified along with the affected Lieutenant and the Detective Lieutenant if that division is affected.

# Alsip Police Department

## Policy Manual

### *Major Incident Notification*

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#### 402.4.2 DETECTIVE NOTIFICATION

If the incident requires that a detective respond from home, the immediate supervisor of the appropriate detail shall be contacted who will then contact the appropriate detective.